

W a s h i n g t o n S t a t e
Office of the Insurance Commissioner

Insurance Examiner 4

Location: Tumwater, Washington
Recruitment Number: 06-OC-22-GN
Recruitment Type: Open to the Public
Salary: \$4,460 to \$5,708 per month (Range 64)
Posted: June 14, 2006
Open: Open Until Further Notice – Applications will be considered as they arrive.

The Office of the Insurance Commissioner (OIC) is one of the smaller agencies in Washington State government. It operates under the direction of the State Insurance Commissioner, a state-wide elected official. OIC has a workforce of approximately 200 employees who perform the agency's mission of consumer protection and regulation of the state's insurance industry.

OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business and to meet and exceed the needs of our customers.

LOCATION

OIC is seeking qualified candidates for *two* Insurance Examiner 4 positions in our Company Supervision division. These positions report to the Chief Financial Analyst. The positions are located in Tumwater.

The hiring list developed from this posting may be used to fill future vacancies located in Tumwater, Olympia, or Seattle.

POSITION AND SCOPE

Position 1:

OIC is seeking a senior financial analyst (investment specialist) who plans, conducts and leads the field and/or in-office financial examinations (investment compliance) of nationally significant (as defined by the National Association of Insurance Commissioners) and other insurance companies (as defined below), and performs advanced specialized reviews of examination work papers.

Performs reviews of broker/dealer activities, investment registration, investment policies, depository agreements, and investment holdings to assure compliance with applicable laws and rules; and investigates for possible civil and criminal violations. May lead lower level Insurance Examiners. Travel is required.

Position 2:

OIC is seeking a senior financial analyst who plans, conducts and leads the in-field/in-office financial examinations of nationally significant (as defined by the National Association of Insurance Commissioners) and other insurance companies (as defined below), and performs advanced specialized reviews of examination work papers. Performs a review of all significant work papers and evidence of the analysis performed by others. May lead lower level Insurance Examiners. Travel is required.

Both positions require the ability to organize, train, and lead field and in-office examiners working simultaneously on various companies; provide expert knowledge of insurance laws, rules, legal opinions, court decisions, and company policies for examiners-in-charge and lower-level personnel, insurance company executive, accountants, attorneys, and other officials and agencies; deal tactfully, but firmly, with insurance company officials; analyze financial operating statements, reports, and records relating to specific and overall operations of insurance companies; prepare and supervise writing of clear, complete, concise, and informative reports of financial conditions of insurance companies and health care organizations.

Knowledge of: Principles, practices, techniques, and methods of accounting and auditing; insurance examination and regulation; insurance laws and Insurance Commissioner's rulings; and related Attorney General opinions and court decisions; insurance company practices; statistical sampling procedures; basic actuarial mathematics; principles and practice of effective supervision.

DESIRABLE QUALIFICATIONS

A Bachelor's degree and a Certified Public Accountant (CPA) license granted by Washington State or another state that has reciprocity with Washington State; or a Bachelor's degree and designation as a Certified Financial Examiner (CFE).

AND

Five years of qualifying professional experience in accounting or auditing, two of which must have been in a supervisory, lead, or administrative capacity.

A fifth year Bachelor's degree (225 quarter or 150 semester hours) or a Master's degree in accounting or business administration with a minimum of 36 quarter or

24 semester hours of accounting may substitute for one year of the non-supervisory, non-lead, or non-administrative required experience.

SALARY AND BENEFITS

The salary is \$53,520 to \$68,496 annually, depending on qualifications. Benefits include vacation and sick leave, 11 paid holidays, medical, dental, life insurance, retirement, and an optional deferred compensation plan.

APPLICATION PROCEDURE

The following is an examination of your education, training and experience. Please respond to the following questions:

EXAMINATION PROCEDURE

The exam is an evaluation of your education, experience and training and is based solely on the qualifying information you report on your application form.

Education/Training:

1. List college degrees successfully completed (BA, BS, or higher). Specify type of degree, school, date and major subject area.
2. List college accounting courses with quarter credits or semester credits.
3. List current professional licenses and certificates, e.g., CPA, AFE and CFE. Specify the date and state where issued. List additional credits and exams passed towards the CPA, AFE or CFE designations (include dates); and any Bar Association memberships.
4. List continuing professional education completed in the last five years in the following areas:

| | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> GAAP | <input type="checkbox"/> GAAS | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> NAIC procedures | <input type="checkbox"/> Report Writing | <input type="checkbox"/> Investments |

5. List software training courses completed in Word, Excel, Access, Outlook, AX, ACL, Teammate, Adobe. List course name, where and when.

Experience:

For each question below, include your employer, your job title, approximate dates and length of time (months or years) you performed each activity as part of your job. Describe your experience doing each of the following:

1. Supervising and/or leading one or more teams of auditors, accountants, examiners and/or analysts.
 - a. Examining, auditing, or analyzing insurers using NAIC or other full-scope auditing or analysis procedures.
 - b. Other full-scope financial examinations; or financial analysis of financial statements.
 - c. Accounting for insurance companies.
 - d. Accounting for other entities.
 - e. Examining, auditing or analyzing investments, depository agreements, broker/dealer activities.
2. Working as an auditor, accountant, examiner, and/or analyst.
 - a. Examining, auditing, or analyzing insurers using NAIC or other full-scope auditing or analysis procedures.
 - b. Other full-scope financial examinations; or financial analysis of financial statements.
 - c. Accounting for insurance companies.
 - d. Accounting for other entities.
 - e. Examining, auditing or analyzing investments, depository agreements, broker/dealer activities.
3. Software – preparing and reviewing imaged: accounting records, financial statements, work papers and reports, using Word, Excel, Access, Outlook, AX, ACL, Teammate, Adobe, etc. Also specify software used.
4. Reports
 - a. Reading and analyzing audit, examination, and/or analysis reports.
 - b. Writing-editing audit, examination, and/or analysis reports or sections of reports.
 - c. Reviewing and approving audit, examination, and/or analysis reports.
5. Teach college or CPE/CRE accounting or auditing courses. Include total number of clock hours taught.
6. Oral presentations (specify topics and total number of presentations given to each area) to:
 - a. Peers, supervisory, and other staff members.
 - b. Testifying in court, legislative or administrative hearings.
 - c. General public (also include size of audience).

We will mail your score to you, but we cannot tell you your ranking on the list of job applicants. Additional information will not be accepted after the closing date of this announcement.

E-mail is the preferred method of application process and will be used as the primary method of communication throughout this process.

E-mail application materials to recruitment@oic.wa.gov with a subject line of 06-OC-22-GN. Candidates must submit all requested materials.

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

- The above listed examination of your education, training and experience.
- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- A [Washington State Employment Application](#) and the [Applicant Profile](#) form
- A list of three references, including one supervisor, with current telephone numbers and addresses.

If E-mail is not possible, please mail requested materials to the following address:

Human Resources
Attn: 06-OC-22-GN
Office of Insurance Commissioner
P. O. Box 40255
Olympia, WA 98504-0255 or

E-mail to: Recruitment@OIC.wa.gov
Phone: (360) 725-7012
Fax: (360) 586-2023
www.insurance.wa.gov/oic/jobs/

Initial screening and examination will be based solely on the qualifying information in your Washington State Employment Application. Be sure to indicate how you meet the minimum qualifications. You should keep a copy of your application for your files.

The State of Washington Office of Insurance Commissioner is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam era veterans are strongly encouraged to

apply. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 438-7660 or TTY # (360) 664-3154.

We ask you to voluntarily answer the **Applicant Profile** questions and return it with your completed job packet. This information will be treated as confidential and will be used by authorized personnel only.